



**Code: 7927**

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Forestry and Parkways

Series: Landscape Maintenance

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## **CLASS TITLE: ASSISTANT SUPERINTENDENT OF FORESTRY**

### **CHARACTERISTICS OF THE CLASS**

Under direction, assists in directing various operational areas in the Department of Streets and Sanitation's Forestry Bureau, and performs related duties as required

### **ESSENTIAL DUTIES**

- Oversees Forestry Supervisors and their crews and contractors engaged in the planting, maintenance, and removal of trees and plant materials for landscape beautification projects
- Assists in developing operating policies and work procedures and monitoring their implementation
- Assists in scheduling and coordinating landscaping projects
- Analyzes productivity of work crews for compliance with goals and objectives and makes changes as required
- Oversees inspections to ensure the quality and timeliness of work and to ensure that staff follow proper safety procedures
- Assists in managing commercial and residential property owners' compliance with the municipal Landscape Ordinance
- Assists in preparing program operating budgets for manpower, equipment, and supplies
- Assists in directing field surveys to assess the condition of trees and other plant materials and in developing maintenance and pest control programs to correct problems
- Assists in directing equipment maintenance, repair, and replacement activities
- Assists in coordinating the training and development of forestry staff
- Assesses staff productivity and performance and reassigns field personnel and equipment to ensure projects are completed in a timely manner
- Evaluates landscaping problems and issues and provides resolution
- Dispatches forestry crews in emergency situations and directs their work on the scene
- Presents information on the City's landscape programs, plans, and procedures to community organizations, as required
- Provides professional horticultural and landscape advice to citizens, departments, and agencies, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Four years of work experience in the trimming, planting, care, and removal of trees, of which two years is in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training, and experience

**Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

**WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., heavy machinery)

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Cameras and related photography equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades, metal plates)
- Communication equipment (e.g., two-way radio, dispatch communications equipment)

**PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended or continuous periods of time

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*trees, shrubbery, and other plant material used in landscape beautification
- \*equipment, tools, and materials specific to landscaping
- forestry methods, practices, and procedures
- repair, maintenance, and preventative maintenance procedures applicable to landscape equipment
- \*safety and code standards specific to landscape activities
- use of safety equipment and protective gear

Moderate knowledge of:

- \*surveying and inspecting field operations

Some knowledge of:

- \*supervisory methods, practices, and procedures
- applicable emergency operations

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Forestry Supervisor class

**Skills**

- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
  - MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
  - MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
  - \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
  - \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
  - \*INSTRUCTING - Teach others how to do something
  - \*EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- Other skills as required for successful performance in the Forestry Supervisor class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
  - SPEAK - Communicate information and ideas in speaking so others will understand
  - COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
  - WRITE - Communicate information and ideas in writing so others will understand
  - REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
  - REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- Other abilities as required for successful performance in the Forestry Supervisor class

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Forestry Supervisor class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
(Valtera Corporation)

Date: June, 2010